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ABSTRACT

Intended for use by undergraduate students taking a course in western civilization at Chicago State University, this workbook discusses basic library information resources for history students and introduces a search strategy useful in gathering materials for research papers. It is noted that the workbook is the product of cooperation between librarians and faculty members. The manual describes: (1) the card catalog; (2) the LCS system, an online circulation system which enables library users at Chicago State University to locate materials by author and/or title; (3) the Library of Congress (LC) classification system and the location of library books; (4) encyclopedias; (5) sources of biographic information; (6) periodical indexes, serials holding lists, and location of periodicals; (7) newspaper and other news indexes; (8) government documents; (9) quick answer sources, including handbooks, manuals, yearbooks, dictionaries, directories, and atlases; and (10) a term paper research strategy covering use of resources, organization of information, footnoting, and the creation of bibliographies. A list of four guidebooks for writing papers and sets of exercises to be used with the manual are included. (ESR)

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Student's Name _____

Instructor _____

Date _____

LIBRARY RESEARCH MANUAL:
History

prepared by Emily Montez Bryson
edited by Walter Kelly

Paul & Emily Douglas Library
The College of Arts & Sciences
History Department

Chicago State University

1982

IR052164

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INTRODUCTION

This Workbook has been prepared for the Western Civilization course in the History Department. Completion of the workbook assignments are a requirement of these courses. The purposes of the workbook are:

1. to acquaint you with basic information resources in the Douglas Library, and
2. to introduce you to a search strategy useful in gathering materials for research papers.

It is not designed to teach you everything you will ever need to know about doing library research in the fields of history; however, it will provide you with basic library skills throughout your studies in history at Chicago State University.

The framework for this workbook has been provided by workbooks prepared by Miriam Dudley at UCLA, Carla Stoffle at the University of Wisconsin-Parkside, Eileen Dubin at Northern Illinois University, and the librarians at DePaul University. I would like to acknowledge the generosity of these authors in sharing their workbooks with me and allowing me the freedom to adapt the contents to our needs.

An acknowledgement of gratitude must be made to the University Foundation, Chicago State University; to its Executive Director, Dr. Stanley J. McConner, for the strong support given this project by the Foundation; as well as a hearty thanks to the Graphics Department of Chicago State University for the outstanding artistic design of the manual.

The continued encouragement and support received from Mr. Walter Kelly, most appreciated. The research manual is proof of what can be accomplished by the university and the library when faculty and librarians work together.

Emily Montez Bryson
Chicago State University
1982

Chapter 1

THE CARD CATALOG

Chapter 1
THE CARD CATALOG

Think of the card catalog as the index to the books in Douglas Library. The card catalog contains cards which describe the books owned by the Library, with the call number by which the books are arranged on the shelves. The card catalog is located on the main floor of Douglas Library. It is a divided catalog; this means that the author and the title cards are filed together and the subject cards are filed separately.

The Author/Title Catalog

The author/title catalog contains cards which list, in alphabetical order, the author and/or title of books available in the library. The author may be a person or persons, an association, a corporation, a government bureau, or even a city, state, or country.

CB 3 .1
311 Childe, Vere Gordon, 1892– 2
.C54 . . . What happened in history, by Gordon Childe. New
1964 4 York, Penguin books, inc [1964]
5 303 p. 18 cm. (Pelican books. PG)
6 "Originally published . . . by Penguin books limited, England, 1942
. . . First American edition by Penguin books, inc. March, 1946."

7 1. Civilization, Ancient. 2. History, Ancient. 3. Man, Prehistoric.
I. Title.

CB311.C54 1946 901 46–8499

Library of Congress (67k4)

1 The author of the book
2 The title of the book appears on the line below the author
3 The call number tells you where the item is located in the library
4 Publishing information lists the place of publication, the publisher and the date of publication
5 The collation gives the number of pages in the book and its size in centimeters
6 Notes give the useful information such as the existence of bibliographies or a listing of the contents of the book
7 Words or phrases at the bottom of the card (preceded by Arabic numerals) are subject headings. These tell you the topics in the subject catalog under which the book is listed. The subject heading can help you find other books on the same subject.

If you do not know the author of a book or you cannot find the author in the author/title section of the card catalog, you still can determine if the library owns the item you want by looking for the title. The author/title catalog contains cards with the title printed at the top of the card (note the sample title card below).

The title cards are interfiled alphabetically with the author cards. Remember that beginning articles, like "a", "an", and "the", are ignored. Always look for the first significant word in the title of a book when you are checking the title catalog.

What happened in history.

CB
311 Childe, Vere Gordon, 1892–
.C54 . . . What happened in history, by Gordon Childe. New
1964 York, Penguin books, inc [1964]
303 p. 18 cm. (Pelican books. PG)

"Originally published . . . by Penguin books limited, England, 1942 . . . First American edition by Penguin books, inc. March, 1946."

1. Civilization, Ancient. 2. History, Ancient. 3. Man, Prehistoric. I. Title.

CB311.C54 1946 901 46–8499

Library of Congress (67k4)

Notice that this card is the same as the author card except that the title is printed at the top. The card is filed under "What" for the first word of the title.

Subject Catalog

The subject catalog serves as a subject index to materials in the library's collection. At the top of a subject card there is a subject heading which expresses the major topic (or theme) of the book. There is one subject card for each word or phrase preceded by an arabic numeral at the bottom of the card. There are two subject headings for the book by Childe: 1) Civilization, Ancient; and 2) History, Ancient. The example on the next page shows the subject headings: Civilization, Ancient and History, Ancient.

Subject cards are filed alphabetically in the subject card catalog. A subject heading may be subdivided into narrower topic areas which again are arranged alphabetically.

CB
311
.C54
1964

History, Ancient.

Childe, Vere Gordon, 1892
. . . What happened in history by Gordon Childe. New

CB
311
.C54
1964

Civilization, Ancient.

Childe, Vere Gordon, 1892)–
. . . What happened in history, by Gordon Childe. New York, Penguin books, inc. [1964]
303 p. 18 cm. (Pelican books. PG)

"Originally published . . . by Penguin books limited, England, 1942 . . . First American edition by Penguin books, inc. March, 1946."

This is the order in which subject headings would be filed in the subject catalog:

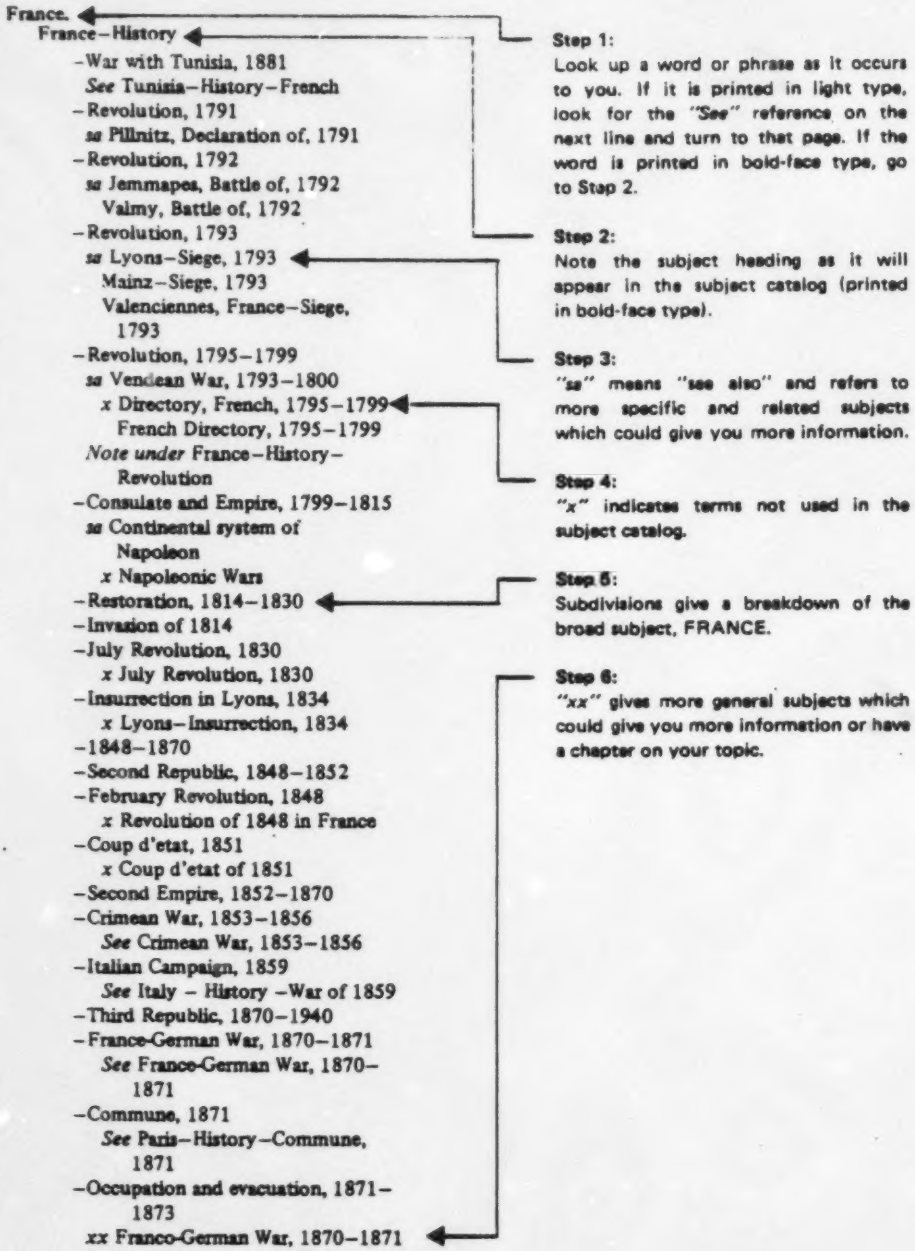
HISTORY
HISTORY – ATLASES
HISTORY – BIO - BIBLIOGRAPHY
HISTORY – EXAMINATIONS, INVENTIONS, ETC.
HISTORY – METHODOLOGY
HISTORY – PHILOSOPHY

Cards with identical subject headings are arranged alphabetically by author.

Any book in the library's collection could be listed under several subject headings or may be related to other subjects. *The Library of Congress Subject Headings* list the headings as they are used in the subject catalog and suggest related subject headings which could help you find additional material on your topic. *The Library of Congress Subject Headings* volumes are kept at the Reference Desk.

Remember that not all subject headings which are included in *The Library of Congress Subject Headings* are in the Douglas catalog because the library does not have books on every subject. When you learn to use this subject approach, you will be able to find materials a library owns on any specific subject in any library.

The samples on the next page should help you understand how to use *The Library of Congress Subject Headings*.


France.
France–History
–War with Tunisia, 1881
See Tunisia–History–French
–Revolution, 1791
sa Pillnitz, Declaration of, 1791
–Revolution, 1792
sa Jemmapes, Battle of, 1792
Valmy, Battle of, 1792
–Revolution, 1793
sa Lyons–Siege, 1793
Mainz–Siege, 1793
Valenciennes, France–Siege, 1793
–Revolution, 1795–1799
sa Vendean War, 1793–1800
x Directory, French, 1795–1799
French Directory, 1795–1799
Note under France–History–Revolution
–Consulate and Empire, 1799–1815
sa Continental system of Napoleon
x Napoleonic Wars
–Restoration, 1814–1830
–Invasion of 1814
–July Revolution, 1830
x July Revolution, 1830
–Insurrection in Lyons, 1834
x Lyons–Insurrection, 1834
–1848–1870
–Second Republic, 1848–1852
–February Revolution, 1848
x Revolution of 1848 in France
–Coup d'etat, 1851
x Coup d'etat of 1851
–Second Empire, 1852–1870
–Crimean War, 1853–1856
See Crimean War, 1853–1856
–Italian Campaign, 1859
See Italy – History –War of 1859
–Third Republic, 1870–1940
–France-German War, 1870–1871
See France-German War, 1870–1871
–Commune, 1871
See Paris–History–Commune, 1871
–Occupation and evacuation, 1871–1873
xx Franco-German War, 1870–1871
Step 1:
Look up a word or phrase as it occurs to you. If it is printed in light type, look for the "See" reference on the next line and turn to that page. If the word is printed in bold-face type, go to Step 2.
Step 2:
Note the subject heading as it will appear in the subject catalog (printed in bold-face type).
Step 3:
"sa" means "see also" and refers to more specific and related subjects which could give you more information.
Step 4:
"x" indicates terms not used in the subject catalog.
Step 5:
Subdivisions give a breakdown of the broad subject, FRANCE.
Step 6:
"xx" gives more general subjects which could give you more information or have a chapter on your topic.

Personal names and place names are also used as subject headings in the card catalog, but are not listed in the *Library of Congress Subject Headings.*

Chapter 2

THE LCS SYSTEM

Chapter 2
THE LCS SYSTEM

The card catalog is no longer the only means which can be used to determine whether Douglas Library has a specific book or other item. LCS is an on-line circulation system which also enables library users to locate materials by author and/or title.

The LCS System makes it possible to locate and obtain materials from sixteen other academic libraries in Illinois. The LCS System greatly extends the number of library materials accessible to students.

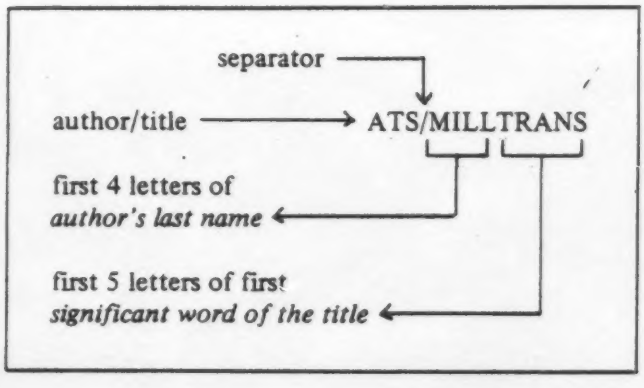
Public LCS terminals are located at the Circulation Desk, and at the Reference Desk. There is also one beside the Current Newspaper Section in the Reference Department. It takes only a few minutes to do the most common LCS searches: the author/title and the title search.

Finding Douglas Materials on LCS

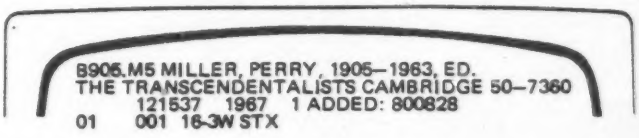
1. The author/title search (ATS) is the preferred search when both author/title are known. To do an author/title search, type the command ATS/ and build a search code consisting of the first four letters of the author's last name and the first five letters of the first significant word in the title.

To find:
The Transcendentalists Cambridge
by Perry Miller

Type: ATS/MILLTRANS
Then press the return key.



The LCS terminal responds with the following display:



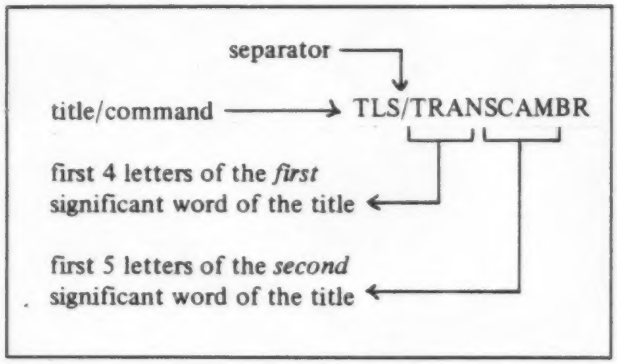
This display provides the following information:

a) B905.M5 is the call number of the book.
b) Perry Miller is the author of the book.
c) *The Transcendentalists Cambridge* is the title of the book.
d) Line number 01 indicates that the copy is in the stacks and is available for borrowing.

2. The second important LCS search is the title search. To do a title search, type the command TLS/ and build a search code consisting of the first four letters of the significant word in the title, and the first five letters of the second significant word in the title.

To find:
The Transcendentalists Cambridge

Type: TLS/TRANCAMBR
Then press the return key


separator
title/command
TLS/TRANSCAMBR
first 4 letters of the *first* significant word of the title
first 5 letters of the *second* significant word of the title

When there is more than one match to the search code, the LCS terminal responds with a display like the sample shown at the bottom of this page.

a) This display shows there are a total of 13 matches to the search code.
b) Next to each line, the same information is given: the author (if there is one), the title, and the date of the publication.

If more than one page is needed to display all the matches, type PG2 to see the additional pages. Always press the RETURN key after typing any search command. Pressing the RETURN key tells the computer system to process your search.

Following a display such as the one shown above, detailed information on any one of the items can be obtained by performing a detailed search by line (DLS). To obtain detailed information on *The Transcendentalists Cambridge* by Perry Miller,

Type: DLS/8

Then press the return key. The LCS terminal then responds with a display identical in format to that below.

Difference in the LCS System & the Card Catalog:

It should be apparent now that there are several important differences between the information in the LCS System and the information in the card catalog. LCS gives the total number of copies in the Douglas Library and indicates whether each copy is available for borrowing; the card catalog does not provide this information. The LCS System is especially useful for locating specific titles.

The card catalog provides complete bibliographic information on all items; LCS gives only the author, short title, and place and date of publication. Subject searching cannot be done on LCS; subject access is provided only by the subject card catalog.

Finding Materials in Other Libraries

LCS contains far more than the holdings of the Doublas Library. Simply by adding a separator slash and a two letter code to the end of any search, it is possible to search for an item in any of the sixteen other Illinois academic libraries in the LCS System. The codes for all of the LCS terminals are posted on the terminals.

For example, if you want to find *Ramses and His Time* by Immanuel Velihovsky in the library of Northern University,

Type: ATS/VELIRAMSE
Then press the return key

When you locate an item that you need at another LCS Library, you have two options for obtaining it. If it is a circulating item, you can ask at the Circulation Desk that the item be sent to Douglas. Alternatively, you can borrow circulating items directly from

```
PAGE 1          13 MATCHES      0 SKIPPED          (ALL DISPLAYED IN 2)
01 MILLER, PERRY, 1905--        ROGER WILLIAMS: 1ST ED.:  INDIANAPOLI  1953
02 MILLER, PERRY, 1905--1963.   THE NEW ENGLAND MIND: THE SEVENTEENTH  1954
03 MILLER, PERRY, 1905--1963.   THE PURITANS  NEW YORK                 1938
04 MILLER, PERRY, 1905--1963.   ORTHODOXY IN MASSACHUSETTS, 1630--1650  1933
05 MILLER, PERRY, 1905--        THE NEW ENGLAND MIND: FROM COLONY TO P  1967
06 MILLER, PERRY, 1905--        THE NEW ENGLAND MIND: THE SEVENTEENTH  1961
07 MILLER, PERRY, 1905- 1963.   JONATHAN EDWARDS  WESTPORT, CONN.      1973
08 MILLER, PERRY, 1905--1963, ED. THE TRANSCENDENTALISTS  CAMBRIDGE    1967
09 MILLER, PERRY, 1905--1963.   ERRAND INTO THE WILDERNESS  CAMBRIDGE  1964
10 MILLER, PERRY, 1905--1963.   JONATHAN EDWARDS  : NEW YORK:          1949
```

local LCS libraries. To do this, you must present a current Chicago State University ID card and your name must be on file in the LCS System. Current students are normally in the LCS file; however, it is your responsibility to make sure that your name is in this file before going to another library to borrow materials. You can ask that the LCS file be checked at the Douglas Library Circulation Desk.

Additional Information about LCS

The LCS searches explained in this chapter are the most basic ones. Information on additional types of searches or explanations about searches can be obtained by typing HELP on the terminals. Remember for additional assistance, check the instructions at the public terminal or ask a Reference Librarian.

Chapter 3

HOW TO FIND BOOKS

Chapter 3

HOW TO FIND BOOKS

Most books in Douglas Library are shelved according to the Library of Congress Classification System. The Library of Congress Classification is a logical system which divides knowledge into 21 major sections. Each section is designated by a letter of the alphabet. Do not worry about remembering the entire system; you will quickly learn the categories you need.

Library of Congress Classification System

A. General Works
B. Philosophy, Psychology, Religion
C. Auxiliary Sciences of History
D. History and Topography
E. American History
F. United States (Local History)
G. Geography, Anthropology
H. Social Sciences
J. Political Sciences
K. Law
L. Education
M. Music
N. Fine Art
O. Language and Literature
P. Science
R. Medicine
S. Agriculture
T. Technology
U. Military Science
V. Naval Science
Z. Bibliography and Library Science

How to Read a Call Number

Every item in the library has a unique call number which appears on that item. It consists of two parts: the LC classification number and the author number. A call number, such as CB 311.C3 is formed in the following manner:

1) The basic subject area letter designator, such as C (Auxiliary Sciences of History), is modified when another letter, such as B, is added.
2) Numbers, such as 311, are then added to the CB letters, and together the CB and the 311 form the call number for books on the history of the ancient world.
3) The author numbers are assigned according to the author's last name. If the author of the book on ancient history is Wallace Everett Caldwell, the complete author number would be C3. This would be added to the CB 311 section.
4) Thus, the complete call number would be formed:

CB
311
.C3

Call numbers are written on one line in the LCS System. Remember, whether you are using LCS or the card catalog, you must copy the complete call number so that you can quickly find the book on the shelf.

Materials Not in the Card Catalog

Just because you cannot find something in the card catalog does not mean it is not in the library. There are certain types of materials that are not listed in the card catalog; however, you may find some of the material by consulting the proper index. Such materials include: journal articles, short stories, essays and collected materials, and biographical material about a person in a collection of biographical sketches, and newspaper articles.

Government documents, microforms, children's literature, and curriculum materials are not listed in the card catalog but in the different departments of the library which deal with these forms of materials.

Locating Books

Douglas Library stacks are open stacks; this means that you go directly to the shelves to locate a book.

If the book you want is not on the shelf, go to the Circulation Department and give the desk attendent the call numbers. This person will inform you if the books are already checked out, missing, or have been placed on reserve in the Reserve Department.

Searches are conducted daily for missing items.

Checking Out Material

Take your current, validated CSU ID and the books you want to check out to the Circulation Desk. There is no limit to the number of items that can be checked out. Books may be checked out for three weeks and renewed.

Chapter 4
ENCYCLOPEDIAS

Chapter 4
ENCYCLOPEDIAS

A general encyclopedia contains information on almost any subject. Because general encyclopedias provide introductory information to readers who are familiar with a subject they are an excellent source to use to begin research on a topic.

An encyclopedia will summarize and provide a broad overview of a subject. It may contain long detailed articles on broad subjects or shorter articles on more specific subjects. Articles often will include bibliographies which lead you to other authoritative books and articles on the subject.

The articles, written by the specialists in the field, are usually arranged by subject in alphabetical order. Some encyclopedias consist of one volume only, while others are multivolume sets. Most encyclopedias have a comprehensive index which indicates the location of information on a particular topic. Subjects can usually be found by looking directly in the volume whose letters correspond with the first letters of your topic; however, encyclopedias that arrange subjects under broad topics are better approched through the indexes because some subjects are covered under several topic headings.

Two excellent general encyclopedias are:

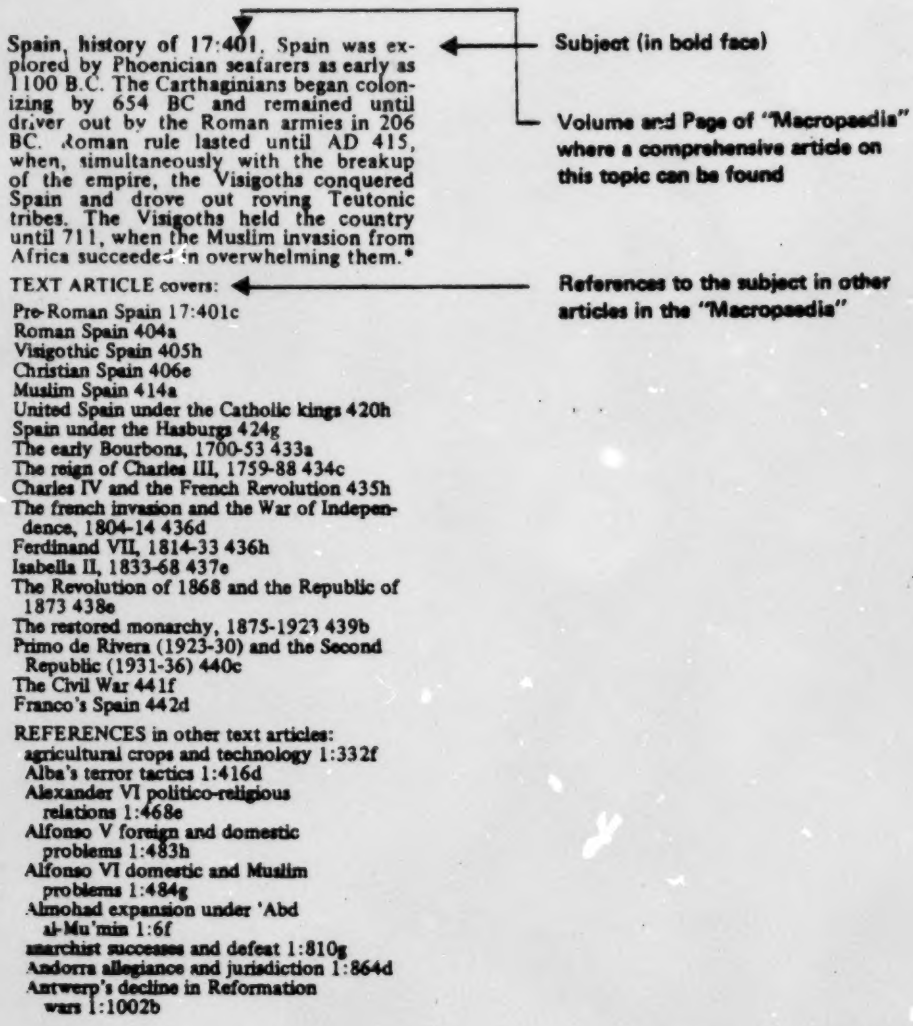
Encyclopedia Americana Ref. AE 5.E333

The *Americana* is an outstanding general encyclopedia with the emphasis on North America. For the most part, articles are short and treat specific subjects, although longer articles on broader subjects are included.

Encyclopedia Britannica Ref. AE 5.E363

The *Britannica* is the most famous encyclopedia in the English language. Beginning with the 15th edition (1974), it is divided into sections. The "Propaedia" is a one-volume outline of knowledge and guidance to the *Britannica*. The "Micropaedia" consists of ten subjects. The "Macropedia" consists of 19 volumes containing long articles on broad topics.

The sample on the following page shows how the "Micropaedia" serves as an index to longer articles or to parts of an article in the "Macropaedia."


Spain, history of 17:401. Spain was explored by Phoenician seafarers as early as 1100 B.C. The Carthaginians began colonizing by 654 BC and remained until driver out by the Roman armies in 206 BC. Roman rule lasted until AD 415, when, simultaneously with the breakup of the empire, the Visigoths conquered Spain and drove out roving Teutonic tribes. The Visigoths held the country until 711, when the Muslim invasion from Africa succeeded in overwhelming them.*
TEXT ARTICLE covers:
Pre-Roman Spain 17:401c
Roman Spain 404a
Visigothic Spain 405h
Christian Spain 406e
Muslim Spain 414a
United Spain under the Catholic kings 420h
Spain under the Hasburgs 424g
The early Bourbons, 1700-53 433a
The reign of Charles III, 1759-88 434c
Charles IV and the French Revolution 435h
The french invasion and the War of Independence, 1804-14 436d
Ferdinand VII, 1814-33 436h
Isabella II, 1833-68 437e
The Revolution of 1868 and the Republic of 1873 438e
The restored monarchy, 1875-1923 439b
Primo de Rivera (1923-30) and the Second Republic (1931-36) 440c
The Civil War 441f
Franco's Spain 442d
REFERENCES in other text articles:
agricultural crops and technology 1:332f
Alba's terror tactics 1:416d
Alexander VI politico-religious relations 1:468e
Alfonso V foreign and domestic problems 1:483h
Alfonso VI domestic and Muslim problems 1:484g
Almohad expansion under 'Abd al-Mu'min 1:6f
anarchist successes and defeat 1:810g
Andorra allegiance and jurisdiction 1:864d
Antwerp's decline in Reformation wars 1:1002b
Subject (in bold face)
Volume and Page of "Macropaedia" where a comprehensive article on this topic can be found
References to the subject in other articles in the "Macropaedia"

There are also subject encyclopedias designed to provide information to persons who are specialists in a subject field or who are seeking to develop such expertise. The articles in these specialized encyclopedias are written by scholars in the terminology of their field, and either cover subjects in far more depth than do general encyclopedias, or include specialized technical or theoretical topics which cannot be found in general encyclopedias.

Bibliographies in specialized encyclopedias are fairly extensive surveys of the scholarly literature in a particular area. These bibliographies help the researcher quickly find additional materials on the topic being researched.

A few specialized encyclopedias are listed below:

Morris, Richard. *Encyclopedia of American History.*
In three main parts: 1. basic chronology, which lists the major political and military events of American history from aboriginal times to January, 1960; 2. topical chronology, which lists events under the subject headings as the expansion to the nation, population & immigration, the Constitution & the Supreme Court, the American economy, science & invention, thought & culture; 3. 400 notable Americans with biographical sketches included. This source does not have a bibliography or reference sources listed.

An Encyclopedia of World History: Ancient, Medieval, and Modern. Compiled & Edited by William L. Langer.
Includes world developments through 1970.

The New Illustrated Encyclopedia of World History. Compiled & Edited by William L. Langer.
Revision with wealth of illustrations published in two volumes in 1974.

Chapter 5

BIOGRAPHICAL SOURCES

Chapter 5
BIOGRAPHICAL SOURCES

When you are studying a person's ideas, knowing something of the life and background of the person may add insight into the person's views. Encyclopedias, periodical indexes, and the subject card catalog are good places to find this type of information; however, there are specialized biographical sources which condense facts about the careers and achievements of important men and women.

The major general biographical sources are listed below. You will notice that some of these biographical sources are retrospective (meaning they are devoted to famous persons of the past), while other sources include only living persons.

Biography Index — Located on Index Tables in the Reference Department

This source indexes biographical material appearing in books, parts of books, or journal articles. People of all times and all nations are included. Also contained in each volume is an "Index to Professions and Occupations" which lists the names of famous people in different occupations.

Current Biography — Ref. CT 100. C8

This publication contains brief articles about living persons who are currently in the news. The articles include references for further information. It is published monthly with annual cumulations. There is a cumulative index for 1940 through 1970, and the annual volumes contain cumulative indexes for specific decades.

Dictionary of American Biography — Ref. E 176.D562

The *D.A.B.* provides long scholarly articles on prominent Americans who died prior to 1930. Supplements extend the coverage to 1950.

Dictionary of National Biography — Ref. DA 28.D47

The British counterpart of D.A.B. Coverage, with supplements, includes famous inhabitants of Great Britain from the beginning of recorded history up to persons who died before 1960.

Who's Who in America — Ref. E 176.W642

This source contains factual data on prominent living Americans. The information includes professions, place and date of birth, achievements, and current home address. The British publications, *Who's Who*, concentrates on people living in Great Britain.

There are also biographical sources which focus on people in specific occupations and concentrate on their professional attainments. Such biographical sources exist for a very wide variety of specialized fields. Additional biographical sources may be found through the subject section of the card catalog or by asking for help at the Reference Desk.

Chapter 6

PERIODICAL INDEXES & THE SERIALS HOLDINGS LIST

Chapter 6

PERIODICAL INDEXES & THE SERIALS HOLDINGS LIST

Scholarly journal articles are frequently the best source for current information on a subject. The information found in such articles is often more current than that found in books, and may be the only source of information on certain contemporary topics. Older scholarly journal articles can be used to gain historical information and perspective on subjects.

Indexes to periodical articles are usually arranged by subject. For each article, the index will give the title and the author of an article, the name of the journal in which the article can be found, and the volume number, page number, and the date of the journal article.

Indexes vary in the extent of subject coverage; some indexes cover a more broad range of subjects, while others are more specific and subject-oriented. The sample on the next page is from one of the major indexes for students needing material on any of the social sciences: *Social Sciences Index*. It is important that you understand how to use *Social Sciences Index* because many of the periodical indexes you will be using are arranged the same way.

How to Use A Periodical Index

This example is from *Social Sciences Index*. To find a journal article on a particular subject, such as "Communist Party (China)" look under the subject. Remember that a person can be treated as a subject *if* articles have been written about him.

Communist party (Canada)
Working class is the main force. P. Boychuk. World Marx R 23:13-16 Ag '80

Communist party (Chile)
Democratic front versus fascism. H. Fazio. World Marx R 23:16-17 Ag '80
Lessons of a thousand days. O. Millas. World Marx R 23:61-5 S '80

Communist party (China)
Boundries of freedom. Economist 276:43-4 S 13 '80
Carry on. Zhao and Hu. Economist 276:11-12 Ag '80
China's oppositions. G. Benton. New Left R no 122:59 - 78 Jl '80
Few signs of younger men rising to higher levels. D. Bonavia. Far E Econ R 109:49-51 S 26 '80
Gambling on a quick missile deterrent. D. Bonavia. Far E Econ R 109:55-6 S 26 '80
Is Peking's foreign policy de-Maoized? N. Krishnan. World Marx R 23:16-20 N '80
Limits of the permissible in China. J. T. Dreyer. il Prob Commun 29:48-65 N '80
Rubber stamp for stability. D. Bonavia. Far E Econ R 109:-11-12 S 5 '80
Shrinking of Chairman Hua. Economist 276:29-30 Ag 16 '80

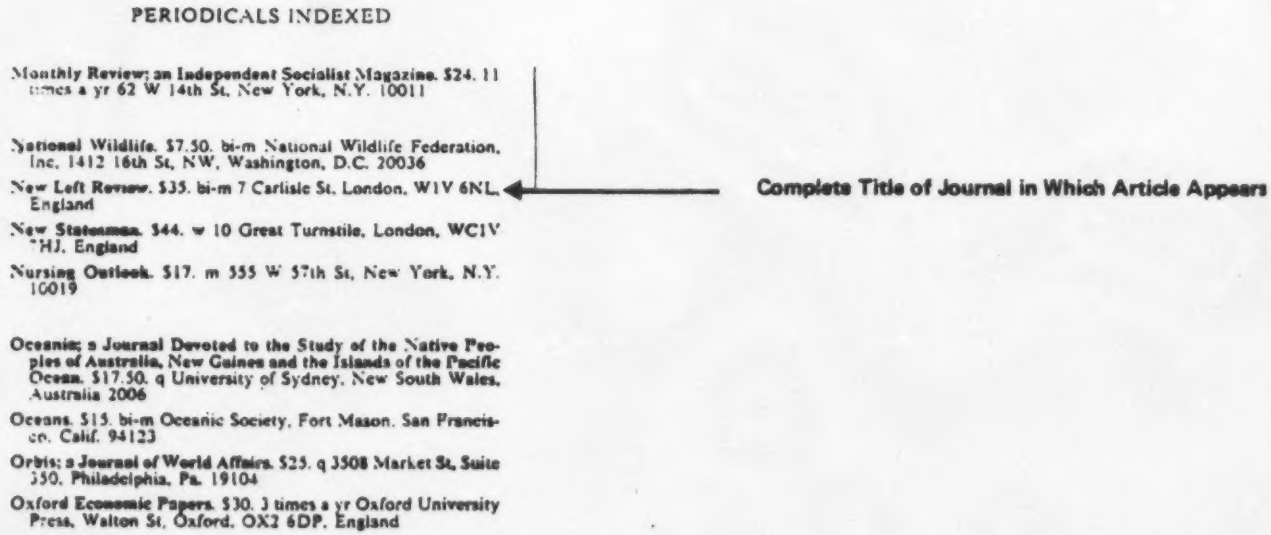
History
Mao, Lin Biao and the Fifth encirclement campaign [with translation of On the short, swift thrusts by Lin Biao]. C. H. Hu. China Q no82:250-80 Je '80

Purges
Demolishing a personality cult. D. Bonavia. Far E Econ R 109:11-12 Ag 15 '80
Hua bows out. D. Bonavia. Far E Econ R 109:10-12 S 12 '80
Settling accounts with the cultural revolution at Beijing university 1977-78. R. Munro. China Q no82:308-33 Je '80

Communist party (Costa Rica)
Costa Rica: conditions for revolution. E. M. Valverde. World

A Under the subject heading, "Communist Party (China)",
B the information tells you that the title of the article is "China's Oppositions".
C The information includes the author's name, in this case, G. Benton.
D The article appeared in the journal, *New Left R*,
E in the July 1980 issue,
F which is issue number 122,
G on pages 59 through 78.

Indexes commonly use abbreviations for the names of the journals indexed. To locate a journal in the library you must know its complete, correct title. The exact title of a journal can be found in the list of abbreviations, which usually can be located in the front of the periodical index you are using.



PERIODICALS INDEXED

Monthly Review; an Independent Socialist Magazine. $24. 11 times a yr 62 W 14th St, New York, N.Y. 10011

National Wildlife. $7.50. bi-m National Wildlife Federation, Inc. 1412 16th St, NW, Washington, D.C. 20036

New Left Review. $35. bi-m 7 Carlisle St, London, W1V 6NL, England

New Statesman. $44. w 10 Great Turnstile, London, WC1V 7HJ, England

Nursing Outlook. $17. m 555 W 57th St, New York, N.Y. 10019

Oceania; a Journal Devoted to the Study of the Native Peoples of Australia, New Guinea and the Islands of the Pacific Ocean. $17.50. q University of Sydney, New South Wales, Australia 2006

Oceans. $15. bi-m Oceanic Society, Fort Mason, San Francisco, Calif. 94123

Orbis; a Journal of World Affairs. $25. q 3508 Market St, Suite 350, Philadelphia, Pa. 19104

Oxford Economic Papers. $30. 3 times a yr Oxford University Press, Walton St, Oxford, OX2 6DP, England

Two major indexes in the field of history are *Historical Abstracts* and *America: History and Life.* These indexes are arranged differently from the source *(Social Sciences Index)* we just examined.

Historical Abstracts. An abstract journal, with signed abstracts contributed by scholars, mainly from the United States. Up until 1964 the world's periodical literature on history is covered. After 1964, the US and periodical literature on history (1775-1945) is covered. After 1964, the U.S. and Canada, are excluded: beginning with volume 17, the *Abstracts* are published in two parts: A. Modern History, 1775-1914: B. Twentieth Century. The abstracts are selected indexes from over 2,200 periodicals.

SUBJECT INDEX

French Revolution *See also* Napoleonic Wars.

—. Counterrevolution. Emigration. Middle Classes. Working Class. 1791-94. *1914*
—. Counterrevolution. Periodicals. Robespierre, Maximilien. Satire. 1789-91. *1705*
—. Counterrevolution. Robespierre, Charlotte. 1794-1849. *1794*
—. Crowds. Historiography. Lefebvre, Georges. Popular movements. Social Psychology. 1789-99. *1865*
—. Debon, Robert-François. 1755-93. *1785*
—. Directory (councils). Elections. Thermidoreans. 1797. *1890*
—. Dommanget, Maurice. Historians. 1789-99. *1754*
—. Economic History. Jaurès, Jean. Lefebvre, Georges. 1789-99. 1903-59. *1706*
—. Economic Policy. Jacobins. Social Policy. 1793-94. *1679*
—. Enlightenment. Ideology. 1715-89. *1730*
—. Estates General. Germany. National Assembly. Newspapers. 1789. *1829*
—. Gazotte, Pierre *(Révolution française)*. Political Leadership. 1789-99. *1748*
—. Germany, East. Historians. Lefebvre, Georges (tribute). 1930-59. *149*
—. Government. Robespierre, Maximilien. Sansculottes. Societies, popular. 1791-93. *1883*
—. Great Britain. Jacobins. ca 1789-1810. *1632*
—. Grégoire, Henri (letters). Lebousderie, Jean-Rancoupne, Charles-Francois de. Thibaudeau, Antoine Claire. 1791-1814. *1702*
—. Hébertistes. Jaubert, Charles. Trials. 1794. *1725*
—. Historians. Institute for the History of the French Revolution. Lefebvre, Georges (tribute). Sorbonne, University of. 1937-45. *169*
—. Historians. Italy. Lefebvre, Georges (tribute). 1945-59. *118*
—. Historians. Jacob, Louis (tribute). 1883-1959. *123*
—. Historians. Japan. Lefebvre, Georges (tribute). 1874-1959. *185*
—. Historians. Lefebvre, Georges (tribute). ca 1932-59. *170*
—. Historians. Lefebvre, Georges (tribute). 1874-1959. *179*
—. Historians. Lefebvre, Georges (tribute). USSR. 1874-1959. *148*
—. Historians. Markov, W. Roux, Jacques. 1780's-94. *1777*
—. Historians. Mathiez, Albert (tribute). 1874-1932. *102*
—. Historiography. Lefebvre, Georges. Napoleon. 1795-1815. ca 1900-59. *1772*
—. Historiography. Tocqueville, Alexis de. 1789-99. *1856* ← ABSTRACT NUMERICAL CODE
—. Hungary. Jacobins. Martinovics, Ignace. 1790-95. *3039*
—. Independence Movements. Miranda, Francisco de. South America. Valmy, (battle). 1792. *1370*
—. Industry. Inventions. ca 1791-1815. *1887*
—. Italy. Jacobins. Robespierre, Maximilien. ca 1792-99. *473*
—. Letters. Robespierre, Maximilien. 1793-94. *1708*

Looking under the subject "FRENCH REVOLUTION" you decide you want an article written from the point of view of a historian and decide on Alexis de Trocqueville. 1856 is the abstract numberical code.

27A:1856. Reinhard, Marcel. TOCQUEVILLE, HISTORIEN DE LA RÉVOLUTION [Tocqueville, historian of the Revolution]. *Ann. Hist. de la Révolution Française [France] 1960 32(3): 257-265.* Alexis de Tocqueville's desire to write an essay on the origins of the French Revolution forced him to become a true historian and write a history based on original documents. This allowed him to put forward a complex view of the first modern revolution. He demonstrated how the Revolution was started by the aristocracy, showed the complex relationship among the social classes, put the role of Paris in perspective, and compared the Revolution with events in North America and Great Britain. Tocqueville's historical sense and penetration, observing the slow and profound movements underlying events, are still indispensable for historians of the Revolution. Based on Tocqueville's works; 19 notes.

D. J. Nicholls

27A:1857. Reulos, M. L'UNIVERSITÉ DE PARIS AU SEIZIÈME SIÈCLE [The University of Paris in the 16th century]. *Bull. de la Soc. d'Hist. Moderne [France] 1960 59(14): 11-13.* Illustrates the importance of medieval tradition in the University of Paris in the early 16th century, and the threats to its independence, using a pamphlet written by Robert Goulet in 1517.

27A:1858. Rhodes, D. E. A LYONNESE PIRACY OF 1497. *Library [Great Britain] 1972 27(1): 46-50.* Compares various editions of two Latin law books of 1497, showing the clever but wicked deeds of the itinerant printer, Jacobinus Suigus.

27A:1859. Ricci, Sergio. BRICIOLE DI STORIA E FIGURE CORAGGIOSE DI SECONDO PIANO: PIERRE COMBRONNE [Morsels of history and courageous figures of the second order: Pierre Cambronne]. *Riv. Militare [Italy] 1973 29(4): 541-546.* Outlines the career of one of Napoleon's generals, Pierre Cambronne, particularly at Waterloo, and his subsequent acquittal of treason to the Bourbons.

You find the abstract by finding the abstract numerical code. You see that the title of the journal is in French. You read the abstract and note that the article contains 19 notes. Notice that the abstract is signed (meaning it was written by an authority on the subject and is therefore, a scholarly review).

LIST OF PERIODICALS

Annales du Centre Universitaire Méditerranéen	1932-	FR	
Annales du Midi	1967-	FR	
Annales: Économies, Sociétés, Civilisations	1954-	FR	
Annales Historiques de la Révolution Française	1954-	FR	◀—— Journal in Which Article Appears.
Annales Universitatis Mariae Curie-Sklodowska. Sectio F: Humaniora	1963-	PO	
Annales Universitatis Mariae Curie-Sklodowska. Sectio G: Ius	1970-	PO	
Annales Universitatis Scientiarum Budapestinensis de Rolando Eötvös Nominatae: Sectio Historica	1960-	HU	
Annales Universitatis Scientiarum Budapestinensis de Rolando Eötvös Nominatae: Sectio Philosophica et Sociologica	1972-	HU	

When you check the section which lists the full title of journals you will notice that the country of publication is France. The article is in French and only the review is in English. Unless you read French you will not want to take the time to find this article.

America: History and Life; A Guide to Periodical Literature. Articles on the history of the U.S. and Canada published throughout the world. Comes out quarterly and is issued in four parts: A. Article abstracts and citations; B. Book reviews; C. American history bibliograpy; and, D. the annual index. Same basic arrangement as *Historical Abstracts.*

AMERICA: HISTORY AND LIFE PART A ARTICLE ABSTRACTS AND CITATIONS VOL. 18 1981

18A:2229 - 18A:2246 PART IV: UNITED STATES OF AMERICA, 1945 TO PRESENT

C. Education

(including campus movements and student activism)

18A:2237. Bell, Derrick. LEARNING FROM THE *BROWN* EXPERIENCE. *Black Scholar 1979 11(1): 9-16.* On the occasion of the 25th anniversary of the *Brown* v. *Board of Education* (US, 1954) decision, discusses the benefits this ruling to desegregate schools brought to whites and the symbolic victory it brought to blacks; expresses hope for racial equality in the future.

18A:2238. Bell, Derrick. THE POLITICS OF DESEGREGATION. *Change 1979 11(7): 50-53.* Analyzes the role of black colleges in *Regents of the University of California* v. *Allan Bakke* (US, 1978), and its possible ramifications for them; specifically discusses the school integration program at Florida A & M University.

18A:2239. Bernal, Ernest M., Jr. ASSESSMENT PROCEDURES FOR CHICANO CHILDREN: THE SAD STATE OF THE ART. *Aztlán 1977 8: 69-81.* Chicano children tend to test lower than most children on intelligence testing due to lack of Mexican American samplings within test development, lack of test wiseness, impractical or useless test results, and use by some educators to fulfill the belief in underachievement.

AMERICA: HISTORY AND LIFE PART B INDEX TO BOOK REVIEWS VOL. 18 1981

The best source in which to find book reviews in history is Part B of *America: History & Life.* There is a subject index and the main section of reviews is arranged alphabetically by author.

18B:1361
Schultz, Richard; Kruhlak, Orest; and Terry, John, ed. *The Canadian Political Process.* 3rd ed., Toronto: Holt, Rinehart and Winston, 1979. 416 pp.
Am. Rev. of Can. Studies 10 (Spr 80) 136. Mahler, Gregory S.

18B:1362
Schwantes, Carlos A. *Radical Heritage: Labor, Socialism, and Reform in Washington and British Columbia, 1885-1917.* Emil and Kathleen Sick Lecture-Book Series in Western History and Biography. Seattle: U. of Washington Pr., 1979. 288 pp.
Arizona and the West 22 (Sum 80) 71-72. Davison, Stanley R.
Hist.: Rev. of New Books 8 (Mar 80) 104. Boudreau, Joseph A.
J. of Am. Hist. 67 (June 80) 161. DeLeon, David.
Rev. in Am. Hist. 8 (June 80) 251-257. Rev. art. Benson, Susan Porter.
Western Hist. Q. 11 (July 80) 353-354. McClintock, Thomas C.
See also 17B:3738.

← Title of the Book That Is Being Reviewed

← Journal in Which the Review Appears

17C:5487. George, Wilfred Raymond. "Tight Money Timing: The Impact of Interest Rates and Federal Reserve Monetary Policy on the Stock Market." Golden Gate U. 1979, 309 pp. *DAI 1979 40(4):2188-2189A.*

17C:5488. Gerber, Larry George. "The Limits of Liberalisim: A Study of the Careers and Ideological Development of Josephus Daniels, Henry Stimson, Bernard Baruch, Donald Richberg, and Felix Frankfurter." U. of California, Berkeley 1979. 489 pp. *DAI 1980 40(7):4192-4193-A.*

17C:5489. Gerstley, James M. *Borax Years: Some Recollections 1933-1961: The Story of Pacific Coast Borax Company and United States Borax & Chemical Corporation.* Los Angeles: Privately published 1979. 93 pp. 17B:2857.

17C:5490. Ghosh, Partha S. FROM RED SCARE TO [MC CARTHYISM]: BUILDING OF NATIONAL IMAGES: THE AMERICAN EXPERIENCE. *China Report [India] 1978 14(5-6): 27-46.* 17A:7200

17C:5491. Gilcher, William Harry. "Jean Renoir in America: A Critical Analysis of His Major Films from *Swamp Water* to *The River.*" (Volumes I and II) U. of Iowa 1979. 494 pp. *DAI 1980 40(7): 3590-3591-A.*

17C:5492. Gill, Brendan. HIRSCHFELD. *Horizon 1979 22(8): 38-45.* 17A:7201.

17C:5493. Ginsberg, Douglas, H. *Regulation of Broadcasting: Law and Policy Towards Radio, Television and Cable Communications* American Casebook Series. St Paul, Minn.: West, 1979. 741 pp. 17B:2875.

A "bibliography" is a list of books, articles, and/or various other documents on one particular subject. Any time you can find a bibliography on a subject you are writing on you will save time because someone has already gathered materials on one subject and listed them. Bibliographies can be arranged several different ways: the most common is (by subject) by authors' last names.

Serials Holdings List

To determine if Douglas Library owns the periodical you want, look in *Serials Holdings List*, which is a computer printed list of periodicals. Copies of this list are kept at the Reference Desk and in the Current Periodicals Room. All magazines, scholarly journals, and continuing publications held by Douglas Library are listed alphabetically in the *Serials Holdings List*. This list gives the volumes and the dates of the periodicals which are owned by Douglas Library.

AMERICAN ANNUALS OF EDUCATION
(Am Per Series 2, Reels 293-294)
v1 (1826) -v4 (1829) MICROFILM
New Series: vl (Jan. - July 1830) MICROFILM
Third Series: vl (1830) -v9 (1839) MICROFILM
Title Varies: 1826-30 as American Journal of Education.
Ceased Publication December 1839

The information above informs you that the title for this journal varies and was published both as the "American Annuals of Education" and later as the "American Journal of Education". It also tells you that it has now ceased publication; however, you will be able to use any issue you need because it is all on microfilm.

How to Locate a Periodical

Periodicals are kept in a number of formats at Douglas Library. Current periodicals (usually those of the current year and which are as yet unbound) are on open shelves in the Current Periodicals Room. These journals cannot be taken from this area; however, there is a copying machine in the Current Periodicals Room.

Once a complete series of a periodicals has been received by the library, all of the issues which make up one volume (usually six months to one year) are bound together in a book format. These are found in the Bound Periodicals Section of the library.

Sometimes all volumes or some volumes of a periodical title are held in microform. *The Serials Holding List* indicates when volumes are in the Microform Room. Consult the library floor plans or ask at the Reference Desk if you need help locating the Current Periodicals Room, Bound Periodicals Section, or the Microform Room.

Chapter 7

NEWS INDEXES

Chapter 7
NEWS INDEXES

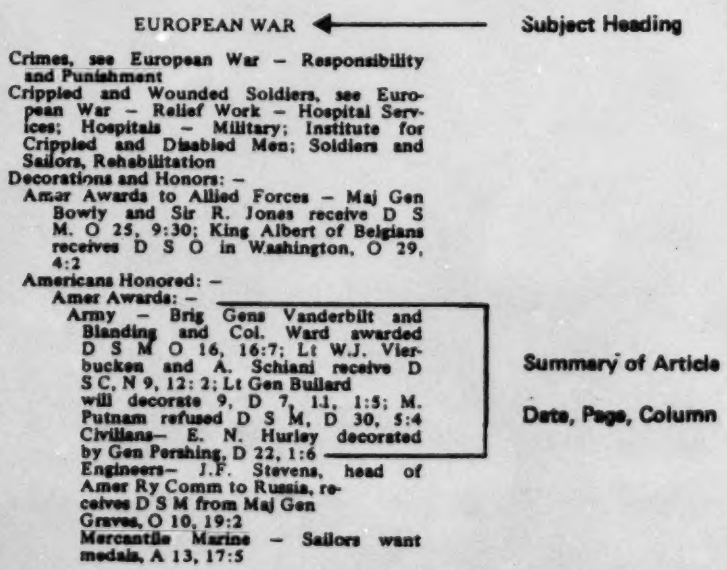
Newspapers are sources of much information not found elsewhere. They contain the most current coverage of news events and personalities, as well as local or regional issues and events not covered in other sources. Older issues provide an excellent record of past events and opinions. In most cases, older issues of newspapers will be found only on microfilm at the Douglas Library. The *Serials Holdings List* indicates when a title is held in microform.

Indexes exist for some of the major newspapers in the United States. These are useful, not only for finding an article in a particular paper, but also for pinpointing the date on which an event happened. Once the date is known, information in other newspapers can be located as well.

New York Times Index. 1851 - to date

The extensive coverage of national and international events by the *New York Times* makes its index extremely valuable. The *New York Times* is also noted for accurate and lengthy obituaries, which makes it a good source for biographical information, and for publication of the complete texts of important documents and speeches.

The arrangement, as with most newspaper indexes, is alphabetical by topic, with a chronological arrangement under each topic. The article is summarized and exact reference is given to the date, page and column of the *New York Times*. The year is evident from the year of the index volume you are using. "See also" references suggest other subject headings under which additional articles on your topic are listed. The sample below identifies important features of the *New York Times Index*.

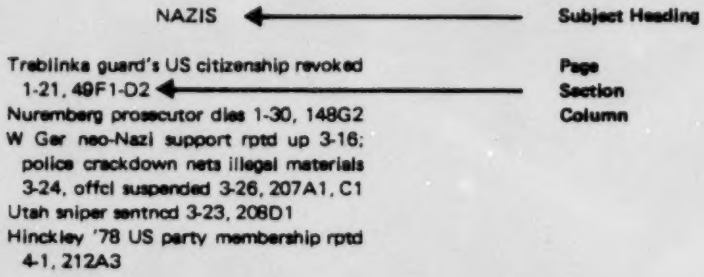

EUROPEAN WAR
Subject Heading
Crimes, see European War – Responsibility and Punishment
Crippled and Wounded Soldiers, see European War – Relief Work – Hospital Services; Hospitals – Military; Institute for Crippled and Disabled Men; Soldiers and Sailors, Rehabilitation
Decorations and Honors: –
Amer Awards to Allied Forces – Maj Gen Bowly and Sir R. Jones receive D S M. O 25, 9:30; King Albert of Belgians receives D S O in Washington, O 29, 4:2
Americans Honored: –
Amer Awards: –
Army – Brig Gens Vanderbilt and Blanding and Col. Ward awarded D S M O 16, 16:7; Lt W.J. Vierbucken and A. Schiani receive D S C, N 9, 12: 2; Lt Gen Bullard will decorate 9, D 7, 11, 1:5; M. Putnam refused D S M, D 30, 5:4
Civilians– E. N. Hurley decorated by Gen Pershing, D 22, 1:6
Engineers– J.F. Stevens, head of Amer Ry Comm to Russia, receives D S M from Maj Gen Graves, O 10, 19:2
Mercantile Marine – Sailors want medals, A 13, 17:5
Summary of Article
Date, Page, Column

Chicago Tribune Index. 1972 - to date

For local and regional events the *Chicago Tribune Index* is a valuable tool. All news stories (including those on national and international events) are indexed either in the subject index or the personal name index. Both subject index and personal name index are arranged alphabetically. News articles on a subject or a person are then listed chronologically. Citations of articles are similar to those in the *New York Times Index*: month, date, year, section, page, and column numbers are given.

Facts on File. 1946 to date

Although not an index to any one newspaper, this is another good source of information on current events. *Facts On File* briefly summarizes national and international news events; it is issued weekly with a cumulative subject index, which should be consulted first. The year is known from the date of the volume. Each page has three vertical columns and is divided into seven horizontal sections. (A, B, C, D, E, F, G,).



By looking first in the Subject Index (shown above in the example) you will find information on NAZIS; the summary is found on page 49, section F, column 1 through section D, column 2.

D

only standard was legal if it was a bona fide job qualification and was not used by employers to avoid hiring persons who could perform the job without speaking English. By the same token, the lower courts also decided that bilingual persons were obligated to meet their employers' language preference.

E

■ Dismissed an attempt by atheist Madalyn Murray O'Hair to have references to God removed from the daily opening ceremonies of the U.S. 5th Circuit Court of Appeals. The appeals court, like the Supreme Court, opened its daily sessions with the invocation, "God save our nation and this honorable court." The case was *O'Hair v. Cooke*.

F

■ Agreed to decide if multiemployer pension funds were subject to mandatory collective bargaining. Such funds were established on an industry wide basis in order to cover workers who frequently changed jobs. The cases, consolidated for judgment, involved a dispute between the United Mine Workers and Amax Coal Co. The cases were *NLRB v. Amax Coal* and *UMW v. NLRB*. □

Nazi Guard's Citizenship Revoked. The Supreme Court voted, 7-2, Jan. 21 to revoke the citizenship of a man who had served as an armed guard at a Nazi concentration camp during World War II. The case was *Federenko v. U.S.*

G

The case involved Feodor Federenko, 73, a Ukrainian who had entered the U.S. in 1949 under the Displaced Persons Act and had become a naturalized citizen in 1970. The Displaced Persons Act prohibited entry into the country by anyone who had "assisted the enemy in persecuting civilians." Federenko had asserted on his visa application that he was a farmer and factory worker during the war.

It was later revealed that Federenko had been captured by the Germans in 1941 while he was a soldier in the Soviet army. The Nazis then trained him as a concentration camp guard and sent him to the Treblinka death camp in Poland.

The government in 1977 had gone to court to have Federenko stripped of his citizenship, claiming that witnesses had seen him commit atrocities at the camp. Federenko denied the charges and further maintained that he had involuntarily performed his duties at Treblinka.

A U.S. district judge had refused to revoke Federenko's citizenship, holding that the government had failed to prove that his acts at Treblinka were voluntary, and also noting that he had led a law-abiding life in the U.S.

The U.S. 5th Circuit Court of Appeals reversed the ruling. The Supreme Court affirmed the appeals court.

The deciding factor, according to Justice Thurgood Marshall, who wrote the majority opinion, was that Federenko would not have obtained his visa had he told the truth about his wartime occupation.

"An individual's service as a concentration camp armed guard, whether voluntary or involuntary, made him ineligible for a visa," Marshall said.

Justices Byron R. White and John Paul Stevens dissented separately. White believed that the case should have been sent back to the appeals court for reexamination. Stevens opined that the majority analysis could "jeopardize the citizenship of countless survivors of Nazi concentration camps" who had involuntarily served the Germans.

The significance of the ruling was that the government, when seeking to revoke the citizenship of former death camp guards, did not have to prove that they were guilty of specific crimes. The government only had to show that such persons had lied about their wartime activities in order to enter the U.S. □

When you turn to page 49, section F, column 1 you will find the summary on the Nazi guard whose citizenship was revoked.

Chapter 8

GOVERNMENT DOCUMENTS

Chapter 8
GOVERNMENT DOCUMENTS

Chicago State University has been a partial depository for federal documents since 1954. In 1972 the Documents Center became a separate department in Douglas Library.

All the titles received on a regular basis are selected because they are useful in supporting the curriculum and are of general interest to those using the government documents collection. All materials published by the Department of Education are received for the collection; titles published by other government agencies are selected in accordance with their relationship to courses in the curriculum.

In number of publications, those of the US government probably exceed any commercial publisher. The publications range from pamphlets to large volumes, from the popularly written to the technically prepared statistical reports on subjects such as surgical procedures for patients discharged from short-stay hospitals.

The Government Documents Department is an important area for students studying history and geography. Remember that government documents are not listed in the card catalog on the main level of the library. The Government Documents Department has its own card catalog for documents the library owns; however, there is an index, entitled *Monthly Catalog of the United States Government Publications*, which lists all documents published each month. This source provides: title, subject, author, and series/report indexes. The government uses a different classification from the Library of Congress Classification (although you may find, in some libraries which have only a few documents that documents are given LC call numbers and placed on the shelves with other books) called the Superintendent of Documents Classification System.

The example shown below is from the subject section of the *Monthly Catalog of United States Government Publications*. To find the classification number of a government document look under the subject. Beneath the subject heading you will see a list of titles. Beside each title, the year (79) is indicated and then a numerical code.

Subject Index

Historic buildings — United States — Conservation and restoration.
Regulatory concerns of building rehabilitation. 79-12700

Selected papers dealing with regulatory concerns of building rehabilitation /. 79-12700

Historic buildings — United States — Conservation and restoration — Periodicals.
Report to the President and the Congress of the United States - Advisory Council on Historic Preservation., 79-14308

Historic sites — United States — Bibliography.
Public buildings, landmarks and historic sites of the United States., 79-13585 ← Numerical Code

Hodgkin's disease.
What you need to know about Hodgkin's disease., 79-13675

The numerical code will guide you to the appropiate section in the main area of *Monthly Catalog*, where the complete information for obtaining that document is given. The classification number (in this case) is the number you will need to locate the document on the shelves in the Government Documents Department.

ADVISORY COUNCIL ON HISTORIC PRESERVATION ← Issuing Department
Washington, D.C. 20005

Numerical Code Locator — ▶79-14306

Y3.H 62:1/978 ← Superintendent of Documents Classification

United States. Advisory Council on Historic Preservation.
Report to the President and the Congress of the United States - Advisory Council on Historic Preservation [Washington], Advisory Council on Historic Preservation; is for sale by the Supt. of Docs., U.S. Govt. Print. Off.
20402
Contains Illustrations — ▶ ill. 20 x 26 cm.
$4.00
Cover title.
Title varies slightly.
1978.
● Item 1064-A
S/N 052-003-00665-1
Continues: Annual report - Advisory Council on Historic Preservation
1. United States. Advisory Council on Historic Preservation – Periodicals. 2. Historic buildings – United States – Conservation and restoration – Periodicals. I. Title ← Additional Subject Headings

OCLC 1138180

There are many journals, reports, debates, proceedings, and documents that students will find in the Government Documents Department which will help in preparing reports and other assignments. Listed below are a few interesting items which will demonstrate the wide variety of materials available:

New Discoveries at Jamestown. This study of the Jamestown, Virginia settlement of 1607 chronicles the daily life of America's early settlers as revealed by the objects they left behind. There is much interesting information about houses, furniture, clothes, articles of worship, games, travel, and more.

The Wright Brothers' Engines and Their Design. A noted aircraft designer analyzes the engine that powered the Kitty Hawk Flyer, the world's first practical airplane.

The Eagle and the Shield. An illustrated history of the Great Seal of the United States.

Documents of Democracy. This large, illustrated folder contains the complete text of the Declaration of Independence and the Constitution.

Chapter 9

QUICK ANSWER SOURCES

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QUICK ANSWER SOURCES

HANDBOOKS, MANUALS, YEARBOOKS, DICTIONARIES, DIRECTORIES, AND ATLASES

Handbooks, manuals, yearbooks, dictionaries, directories, and atlases can all be thought of as short, quick answer sources. Often, when you are working on history class assignments, you will need only a brief answer.

Librarians are very skilled at answering questions which require a short answer and they can save you many hours of searching. However, if you know what type of sources will give you brief answers, you will be able to save more time, because you will not have to depend on a librarian to gather your information.

In the section below only a few titles are mentioned for each type of source, but remember there are many, many more which you will want to become familiar with during the course of your studies in history.

HANDBOOKS

Henry Steele Commager. *Documents of American History.* Includes significant documents from 1942 to the present. Index is by topic and by personal names.

The Ebony Handbook. The editors of *Ebony*. An excellent source, this handbook puts a variety of types of information (such as, vital statistics, economics, business facts, housing, religious questions, history, contemporary events) about blacks at your fingertips.

MANUALS

Allan Nevins. *Gateway to History.* Very readable account of why we read, write and study history.

Jacques Barzun & Henry Graff. *The Modern Researcher.* The authors have skillfully combined a manual of research methods, an essay on the evaluation & interpretation of facts, and a textbook on writing acceptable expository English. Examples and bibliographical citations emphasize research in the field of history.

DICTIONARIES

Robert Collison, Compiler. *Dictionary of Dates.* In two sections: 1) an alphabetical listing of personal and place names, events, etc. with their dates, and 2) a listing by month and day of significant happenings on that day down through the years.

The Oxford Classical Dictionary. A scholarly dictionary, with signed articles, covering biography, literature, mythology, philosophy, religion, science, geography, etc. Bibliography appended to most articles, limited to the best books on that subject.

ATLASES

William Robert Shepherd. *Historical Atlas*. Covers from 1450 B.C. to the present. Sections have been published separately, e.g., *Atlas of Ancient History; Atlas of Medieval and Modern History.*

Frederic Van der Meer. *Atlas of Western Civilization.* Concerned with the development of Western culture and civilization rather than with political and military history. Photographs of works of art and architecture as well as historic and geographic sites outnumber maps.

DIRECTORIES

Congressional Quarterly's Washington Information Directory. Lists more than 5,000 information sources in Congress, the Executive Branch, and Private Associations on: economy, energy, health, consumer protection, education, employment, housing, minorities, women, environment, international affairs, etc. There are subject and agency indexes.

Remember that the sources listed here are only a few of the many titles available on the subject of history. To find additional sources check the card catalog or ask for help at the Reference Desk.

Chapter 10

TERM PAPER RESEARCH STRATEGY

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Now that you have been introduced to some of the types of materials available in Douglas Library and know how to use examples of each type, you should be able to make effective use of the library for writing a term paper or report. However, you will still need a basic research plan which will help you utilize your knowledge and skills.

After you select the subject on which you wish to write a report, your research strategy should include the following steps:

a) Use an encyclopedia, to define and give an overview of the subject. The overview should also point out other sources of information to you that will be useful. The bibliographies included in an encyclopedia will provide a list of books and articles which are standard works on the subject. College level research requires the use of authoritative, up to date material by qualified authors. (For a review, see Chapter Four.)

b) Check the subject catalog under appropriate subject headings to locate material available on your subject. Also check the other subject headings listed at the bottom of the card for additional leads to material in the subject catalog. (For a review, see Chapter One.)

c) Find periodical articles on your subject by looking in periodical indexes. Check the *Serials Holdings List* to make sure that Douglas owns the periodicals you will need. (For a review, see Chapter Six.)

Other steps which may be useful to you:

d) Consult biographical reference sources (For a review, see Chapter Five.)

e) Find newspaper articles on your subject by using news indexes. (For a review, see Chapter Seven.)

Scholarly books and periodical articles always provide a bibliography of the sources which were consulted. Once you locate a book or periodical article especially relevant to your topic, be sure to use the bibliography (usually placed at the end of an article or book) to build your own list of sources. Keep in mind that the LCS System can be used to locate specific books at Douglas and many other academic libraries in Illinois. Remember that specific sources exist for almost every subject field.

Organizing Information: Note Cards

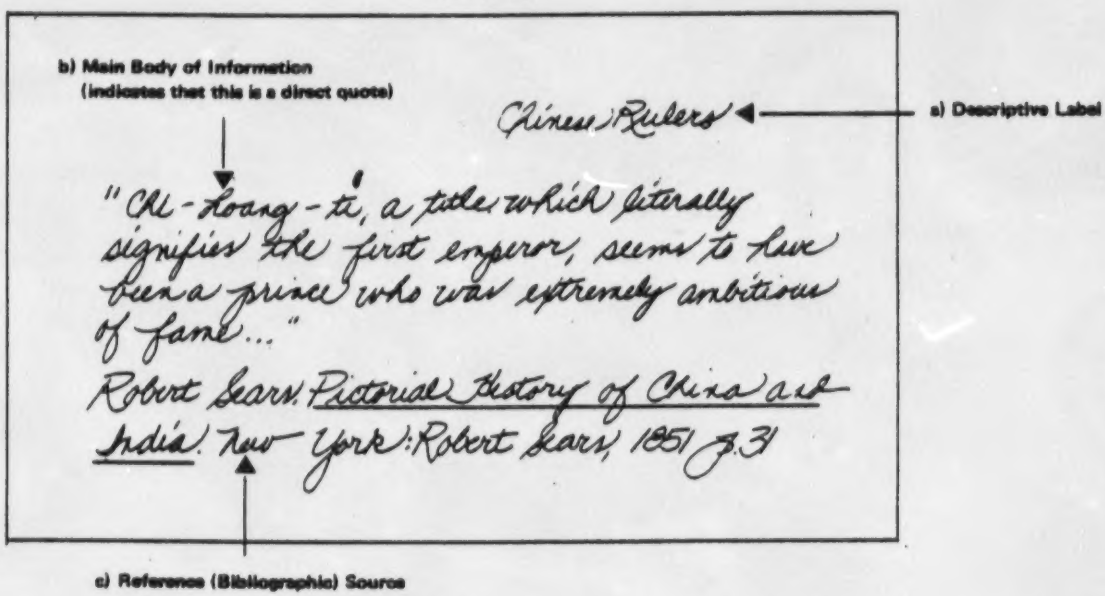
To make your search efficient, you will need to organize all the information you find. The most common way of doing this is to write the information on 4 x 6 note cards. You should restrict each card to one item and source of information. The items of information that must appear on each card are:

a) A Descriptive Label: When you are ready to begin writing your paper or report, you will be able to quickly put all the cards in each category together by using the descriptive labels which you have assigned.

b) The Main Body of Information: Here it is important that you indicate the "type" of note you are taking, so that when you are writing your papers you will know what needs to be footnoted. Many of your notes will be your own opinion; others will be a paraphrase of what other writers have said about your subject (this means that you put something into your own words); and some will be direct quotations. Put quotation marks to indicate a direct quote as you are taking notes, because it will be impossible to remember what someone else wrote and what you have put into your own words.

c) Reference Source: It is important that you correctly record all the bibliographic information because you will write your footnotes from these cards.

SAMPLE NOTE CARD


b) Main Body of Information
(indicates that this is a direct quote)
Chinese Rulers
a) Descriptive Label
"Ch-Hoang-ti, a title which literally signifies the first emperor, seems to have been a prince who was extremely ambitious of fame..."
Robert Sears. Pictorial History of China and India. New York: Robert Sears, 1851 p.31
c) Reference (Bibliographic) Source

Why Footnote?

A footnote is simply a note to the reader telling where you obtained the information you are presenting and giving credit to that source. To fail to give credit to another for an idea which is not your own is called "plagiarism".

A footnote is usually placed either at the bottom (foot) of a page or at the end (endnotes) of the paper. Regardless of where they are placed, footnotes are numbered consecutively throughout the paper. Within the text of the paper, attention is called to the footnote by placing an Arabic numeral slightly above the line at the end of the statement to be documented.

There are several different types of footnotes. The type you will be primarily concerned with is the citation footnote. Citation footnotes are used for quotations and opinions that are not your own. (See example below)

SAMPLE FOOTNOTE

1 Robert Sears. *Pictorial History of China and India* (New York: Robert Sears, 1851), p. 31.

You will notice that the footnote form is different from that of the bibliography form. In the footnote the author's name is in its normal order and is not reversed as in the bibliography; the name of the publisher, place of publication, and the date are put in parentheses; and only the specific pages used in the quotation or reference appear.

Preparing the Bibliography

The bibliography is a list of all the sources (newspapers, books, serials, interviews, periodical articles, films, etc.) that you have used to gather information about your subject, and that were helpful in adding to your knowledge in writing the paper or report.

As you prepare notes from each source you should write the complete and correct bibliographic information on a separate 3x5 card. These should be filed alphabetically by author. Many of the same sources in your bibliography will be used in your footnotes also.

SAMPLE BIBLIOGRAPHIC FORMAT

Sears, Robert. *Pictorial History of China and India*, New York: Robert Sears, 1982.

EXERCISES TO BE USED WITH LIBRARY RESEARCH MANUAL:HISTORY
by Dr. Walter Kelly

Exercises in Historical Method and Research

I. In making a rational analysis of the human experience the historian frequently has to decide whether certain myths, legends, or questionable documents are true, false, or partly true and partly false. In the following exercises the students are asked to read the material suggested, then using the information learned from the history manual, find other related materials to the topic. Such an activity can give the student valuable insight into the attitudes and methods of the historian. Student reports can be written or oral but should emphaize the method of determining the conclusions as well as the information which tends to support or fail to support the myth, legend, or document in question.

1. Forged Letters Dealing with the Ann Rutledge Story. Historical method applied by Paul M. Angle, present director of the Chicago Historical Society, revealed a set of alleged Lincoln documents to be forgeries. See Paul M. Angle, "The Minor Collection", Atlantic Monthly, Vol. 143 (1929), pages 516-25.

2. An Analysis of the Lincoln-Ann Rutledge Legend. See J.G. Randall, Lincoln the President (New York: Dodd, Mead & Co., 1945), "Sifting the Ann Rutledge Evidence", Appendix, Vol.2, pages 321-42.

3. Queen Isabella Pawning Her Jewels for Columbus. See Morison, Admiral of the Ocean Sea: a Life of Columbus (Boston: Little, Brown & Co., 2 vols., 1942), Vol.1, pages 137-8; or see the one volume edition, pages 103-4.

4. The Washington Cherry Tree Story. See Allan Nevins, The Gateway to History (New York: D. Appleton-Century, 1938) pages 121-2.

5. The Log Cabin Myth. Stewart H. Holbrook, Lost Men of American History (New York: Macmillan Co., 1946), pages 1-10.

6. Imaginary Biographies. See Margaret C. Schindler, "Fictitious Biography", American Historical Review , Vol. 42 (1937), pages 680-90.

7. Forged Washington Letters. See John C. Fitzpatrick, "The George Washington Scandals", Scribner's Magazine, Vol. 81 (1927), pages 389-95.

8. The Horn Papers. Forged documents about the early years in the Ohio frontier country are discussed in A.P.Middleton and Douglas Adair, "The Mystery of the Horn Papers", William and Mary Quarterly , Vol.IV, (1947)

9. The Kensington Rune Stone. A stone with runic inscriptions telling of a fourteenth century exploration of Minnesota by Norsemen has been declared a forgery. See Eric Moltke, "The Kensington Stone", Antiquity, XXV, No. 98 (1951)

10. Forged Newspaper. The Cape Fear Mercury, June 3, 1775, allegedly supported an earlier Declaration of Independence, is pronounced a forgery. See W.C. Ford, American Historical Review, Vol.II (1906), page 548.

EXERCISES TO BE USED WITH LIBRARY RESEARCH MANUAL: HISTORY
by Dr. Walter Kelly

II. This is an exercise designed to give the student practice in developing the valuable skill of finding information in the library. All the answers to these questions can be found in several places in almost any library.

1. What is the story told on the Kensington Stone?

2. What is the historical importance of Captain Jenkin's ear?

3. What was the strange thing that happened to a family named McLean when they tried to move away from a war?

4. What was the married name of Pocahantas?

5. Who was Crispus Attucks?

6. What similar claim to fame could be made, with some validity, for these three: John Hancock, John Hanson, and George Washington?

7. What was the name of Paul Revere's horse?

8. How did the death of Jennie McCrea help win the Battle of Saratoga?

9. Who was Lemonade Lucy?

10. What unusual distinction belonged to Deborah Sampson?

11. Who fired the first shot of the Civil War?

12. What color of hair did Thomas Jefferson have?

13. From what old song was the tune of "The Star Spangled Banner" taken?

14. Where were the Seven Cities of Cibola?

15. What were the names of the mysterious glasses given to Joe Smith by an angel?

16. What was the family name of Queen Anne's Duke of Marlborough?

17. Who was the "Swamp Fox"?

18. Which presidential candidate received a majority in the election of 1960?

19. Which Vice-President of the United States resigned his office?

20. Who was Mrs. Rosa Parks?

21. What unusual acquatic feat did King Canute perform?

22. What was the second largest town in Britain in 1600?

23. Who is the old lady of Threadneedle Street?

24. What was the cause of Rasputin's death?

25. What literary-historical controversy was begun by Ignatuis Donnelly?

There are many different forms of bibliographies, just as there are different forms and types of footnotes. For more information on writing a paper, preparing an outline, footnote, and bibliography, the following books are recommended. All can be found in the Reference Department of Douglas Library.

* Berry, Ralph. *How To write a Research Paper.* New York: Pergamon Press, 1969.
Ref. LB 2369 .B38 1969

Campbell, William Giles and Stephen Vanghan Ballou. *Form and Style: Theses, Reports, Term Papers.* 5th ed. London: Houghton Mifflin Co., 1978 Ref. LB 2369. C3 1978

* Canavan, P. Joseph and Lawrence D. Parker. *The Library Research Paper.* Dubuque, Iowa: Brown & Co., 1965. Ref. LB 2369 .C33

* Turabian, Kate L. *Student Guide For Writing College Papers.* Chicago: The University of Chicago Press, 1976. Ref. LB 2369 .T82 1976

*Included in this book is a sample term paper.